

GOVERNMENT OF ANDHRA PRADESH

ABSTRACT

Tourism Promotion - Participate in "Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff for Better Performance" from 24<sup>th</sup> to 28<sup>th</sup> April, 2012 at Delhousie, Himachal Pradesh - Sanction of Registration Fee - Orders Issued.

=====

**YOUTH ADVANCEMENT TOURISM AND CULTURE (PMU) DEPARTMENT**

**G.O.Rt.No. 176**

**Dated: 16-03-2012**

**Read:-**

From Sri R.D.Mishra, Director & Head, National Productivity Council, New Delhi, Lr. No. HR/ES/65/2012, Dated: 20-01-2012.

\*\*\*\*\*

**ORDER:-**

In the letter read above, the Director & Head, National Productivity Council, New Delhi has informed that the National Productivity Council, New Delhi is organizing the Residential Programme on "Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff for Better Performance" from 24<sup>th</sup> to 28<sup>th</sup> April, 2012 at Delhousie, Himachal Pradesh and requested to participate in the above said programme and also informed that the programme fee is Rs.36,500/- (+ Service Tax @ Rs.10.30%) for each participant which includes professional fees, board, lodge, course material and industrial / sight seeing visits & service tax.

2. Government after careful examination of the matter, hereby nominate Sri N. Rama Krishna, Personal / Private Secretary, YAT & C Department to participate in the "Developing Competencies of Executive Secretaries, Personal Assistants & Office Staff for Better Performance" from 24<sup>th</sup> to 28<sup>th</sup> April, 2012 at Delhousie, Himachal Pradesh and also sanction an amount of Rs.36,500/- (Rupees Thirty Six Thousand Five Hundred Only) towards professional fees, board, lodge, course material and industrial / sight seeing visits & service tax.

3. The amount sanctioned at para-2 above shall be debited to the following Head of Account :

"3452 - Tourism, 01 - Tourist Infrastructure, 102 - Tourist Accommodation & Other facilities to Tourists - Schemes included in PLAN, 11 - Normal State Plan SH(13)-500- Other Charges 503 - Other Expenditure".

4. The Drawing & Disbursing Officer, YAT & C (PMU) Department shall draw the amount sanctioned at para (2) above and disburse the same to "National Productivity Council, New Delhi" through cheque by following details:

|               |   |                            |
|---------------|---|----------------------------|
| Bank Name     | : | Indian Overseas Bank (IOB) |
| Branch        | : | Swarup Nagar, Kanpur       |
| Bank A/c. No. | : | 068601000004901            |
| IFSC Code     | : | IOBA0000686                |
| MICR No.      | : | 208020003                  |

**(BY ORDER IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)**

**CHANDANA KHAN**

**PRINCIPAL SECRETARY TO GOVERNMENT (T)**

To

The Director & Head, National Productivity Council, New Delhi.

Sri N. Rama Krishna, Personal / Private Secretary, YAT & C Department.

The Drawing and Disbursing Officer, YAT & C (PMU) Department.

The Deputy Pay & Account Officer, Secretariat Branch, Hyderabad.

The YAT & C (PMU - Claims) Department.

**Copy to:**

PS to Principal Secretary to Government (T)

PA to Additional Chief, YAT & C (PMU) Department.

SF/SC.

**//FORWARDED :: BY ORDER//**

**SECTION OFFICER**